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UNITED STATES CIVIL SERVICE COMMISSION

IN REPLY PLEASE REFER TO

BUREAU OF INTERGOVERNMENTAL PERSONNEL PROGRAMS

WASHINGTON, D.C. 20415

FEB 13 1978

YOUR REFERENCE

STATINTL

[REDACTED]  
Chief, Staff Personnel Division  
Office of Personnel  
Central Intelligence Agency  
Washington, D.C. 20505

*File  
Subject Ed*

STATINTL

Dear [REDACTED]

This letter transmits your agency's final hiring goal for the Presidential Management Intern Program (PMIP), and provides general guidance on the referral and selection of candidates.

The confirmations we received from participating Federal agencies and departments to earlier PMIP hiring estimates resulted in the availability of nearly 400 positions nationwide. This overwhelming response made it especially difficult to pare these figures down to a reasonable goal for each of the 49 participating agencies. To a limited extent, agency employment goals will still exceed the total possible number of 250 placements. We felt this necessary to allow for some flexibility in matching intern skills and interests with agency needs. Thus, some agencies may hire fewer interns than their actual employment goal. State and local governments will also have access to PMIP finalists, and thus, may be competing for these individuals.

Agencies can use the new graduate level cooperative education program or other career entry mechanisms, such as PACE and the Mid-Level register to hire individuals to fill previously identified positions which cannot be filled through the Presidential Management Intern Program. In particular, I would urge you to take a careful look at the students who had been nominated for the Program but were not selected as finalists. Their nomination for this Program testifies to their academic excellence, capacity for leadership, and their potential for future professional growth. These individuals have also indicated a strong commitment to the public service by their choice of graduate level education.

We have established a goal of 1 Presidential Management Intern positions to be filled by your agency. In comparing this figure to your previous hiring estimate, you may find it necessary to redistribute some positions or to eliminate others altogether. We recognize that decisions such as these will be based on internal agency considerations. However, we encourage you to retain, if at all possible, the number of positions originally allocated to your field or regional offices. In addition, we hope you will be able to keep your original commitment to the Federal Procurement Institute.

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THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

Please feel free to contact us, if you have any questions concerning the reallocation of your positions. If this new goal causes you serious problems, please get in touch with the Office of Presidential Management Internships (254-7316).

We have enclosed the general guidelines to be followed in the referral and selection of candidates. The essential elements of this process are:

- Agencies will receive at least three referrals per position, unless there are multiple positions, and then a reasonable number will be referred.
- Finalists will be referred to no more than two agencies simultaneously.
- Agency coordinators and other appropriate staff in the Washington area may personally review the applications of all 250 finalists if they so desire. This review will have to take place in the Office of Presidential Management Internships. Regional coordinators may review the applications of finalists from schools within their region. The Intergovernmental Personnel Program Division in each Commission regional office will have this information.
- Finalists will be encouraged to actively pursue positions with agencies in which they have a particular interest. Your names, titles, and addresses will be sent to the 250 finalists.
- Each coordinator will receive a listing showing the name, address, school attended, and primary areas of interest for the 250 finalists.

We are currently developing a computerized system to assist us in referring Intern finalists. To assure a smooth running operation, we would appreciate your completing one of the enclosed forms for each of your available positions. These forms should be returned to the Office of Presidential Management Internships, U.S. Civil Service Commission, 1900 E Street, N.W., Room 2510, Washington, D.C. 20415, no later than February 24, 1978. The referral of finalists will begin early in March 1978, when the screening process will be completed.

Please be sure to indicate to whom referrals should be sent. This is especially critical for regional and field installations. Agency guidance on the overall implementation of the Presidential Management Intern Program will be forwarded to you in a few weeks.

Your continuing support of this new Program is greatly appreciated.

Sincerely yours,

  
Norman Beckman  
Director

Enclosure

cc: Personnel Director